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ABSTRACT

Intended to provide information which South Dakota Public Library Trustees may wish to use in the performance of their duties, this manual suggests useful practices and shares successful and desirable methods of representing the community through the library board, provides an up-to-date and reasonably comprehensive source of general information for practicing and potential trustees, and supplies material as background for discussion and decision-making by local boards. It includes definitions/descriptions of the trust, a good library, and good library trustees, as well as sections on trustee qualifications and responsibilities, activities, and resources. Checklists for a self-study of a small library, model policy statements and bylaws, a budgeting form with guidelines, a glossary, and a list of references are appended. (Author/JD)

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SOUTH DAKOTA PUBLIC LIBRARY

TRUSTEES MANUAL

South Dakota State Library

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

IR001525

FORWARD

This manual is intended to provide information which South Dakota Public Library Trustees may wish to use in the performance of their duties. It is designed:

-- to heighten the awareness of library trustees to the importance of the library board in the success and services of the local library.

-- to encourage trustees to become more expert in their responsibilities.

-- to suggest useful practices and to share successful and desirable methods of representing the community through the library board.

-- to provide an up-to-date and reasonably comprehensive source of general information for practicing and potential trustees.

-- to supply material as background for discussion and decision-making by local boards.

The editor of this manual wishes to acknowledge the information and ideas gained from individuals within South Dakota, and from trustee manuals of other states, particularly those of Minnesota, Nebraska, North Dakota, Oklahoma, Georgia, Pennsylvania, Iowa, Idaho, New Hampshire, Colorado and Florida.

THE TRUST

You are a Public Library Trustee, an interested citizen who has been entrusted by your community with the development of one of its most vital cultural and informational resources: its public library. This does not mean that you are expected to rigidly maintain your library at its present level of service. A library is only of value to the extent that it provides service to the public. In recent years many South Dakota libraries have made exciting improvements and changes, a few have closed down entirely, and some have merely marked time, ignoring new materials and services which could protect and expand past achievements. In the future, libraries must make imaginative changes to meet public needs if those libraries wish to retain public support.

Library trusteeship can be interesting, productive and substantial, or it may be dull, detail conscious and stagnant. What the individual trustee makes of his term in office will largely determine the quality of service the library provides.

The trustee's most important asset is determination to do something with the library that is entrusted to her or him; to support rather than hinder the librarian's efforts to provide new and improved services, materials and programs. However, some information and knowledge are necessary to transform that determination into action. Your fellow trustees and your librarian are your primary source of information. This manual tries to give the new trustee the bare bones of library trusteeship and jog the memory or fill in gaps for the "old hand" on the library board. For additional information check the reading list at the end of the manual (particularly Virginia Young's book, *The Library Trustee*), or ask your state library for advice and assistance. Whatever you are trying to do for your library (or even if you are not sure what to do) someone will be able to give you the information you need.

"Both the trust and the trustees are created for the benefit of the people."

--HENRY CLAY

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A GOOD LIBRARY

A GOOD LIBRARY IS:
The cultural and informational center for all members of the community.

A GOOD LIBRARY HAS:

Materials Needed by the people of the community for information, education and recreation (books, magazines, newspapers, maps, pictures, films, recordings, etc.).

Organized for convenient use.

To serve all ages and groups in the locality:
- The child learning how to live.
- The young student and mature scholar.
- The senior citizen with leisure time.
- The illiterate who has never been inside of a library.
- The homemaker, business person and farmer.
- The sports buff, art-devotee and music lover.
- The citizen seeking self-education.
- The civic cultural and educational organizations.

A Staff Which is carefully selected, well trained, adequately paid, sufficient in number and eager to provide service.

A Building Which is attractive, convenient and well designed.

Which provides ample facilities for use of all library materials, for public meetings and programs, for efficient staff operations.

Which is clearly identified and open during hours which are convenient for the public.

A GOOD LIBRARY PROVIDES:

Access To all resources in the community through recorded information in the library and referral to other local agencies, organizations and individuals.

To information resources throughout the region, state and nation through interlibrary loan requests.

A GOOD LIBRARY

Cooperation With the local government unit of which the library is a part.

With all library and information agencies in the surrounding areas, and throughout the state.

An Atmosphere That is friendly and helpful, that is always inviting and stimulating, never forbidding or dead.

A GOOD LIBRARY NEEDS:

Intelligent and Interested Trustees.
A Competent Library Staff.
Long-Range Plans for Development and Expansion.
A Budget Adequate to Carry Out Those Plans.
An Adequate Building in a Good Location.

TRUSTEE QUALIFICATIONS AND RESPONSIBILITIES

GOOD LIBRARY TRUSTEES

A GOOD LIBRARY TRUSTEE HAS:

Time to attend all meetings and work actively for better library services.

Interest in library service and concern for its growth and development.

Willingness to work closely and cooperatively with local government officials, and to forcefully seek adequate library funding.

A good understanding of the community, its needs and resources.

Initiative and ability to establish definite policies to implement the provision of library service.

Courage to support the execution of library policies by the librarian.

An open mind to new ideas for improved library service.

A GOOD LIBRARY BOARD OF TRUSTEES HAS:

A diversity of interests, occupations and community elements.

Vitality and continuity through regular appointments of new members for definite, staggered terms.

Acquaintance and contacts with community leaders and organizations.

Knowledge of library trends and standards.

Knowledge of the legal authority, the state statutes, the local ordinances and the board regulations under which the library operates.

NECESSITY FOR LIBRARY BOARDS OF TRUSTEES

The South Dakota Codified Laws 14-2-35 provides that "Any public library established under subdivision (1) of SDC. 14-2-29 shall be governed by a board of public library trustees." That is all well and good but why are trustees necessary in small libraries...or even in large ones?

The public library, dependent as it is on the community, needs these boards of citizen representatives to ensure that the public library is a true reflection of the community. Board members, as representatives of the community, are of vital assistance to the librarian as barometers of change in the community which should alter the role of the library. They bring the community's voice into the deliberations leading to library planning and policy-making. Being responsible to the community as its designated representatives, Board members ensure that the library provides the best possible library service for the community in the most economical fashion.

It is the trustee's obligation to improve libraries through well-trained staff and efficient use of funds; to obtain adequate funds for good library services; to promote the best possible use of all library resources in the area; and to extend library services to those not previously served.

TRUSTEES - SELECTION AND APPOINTMENT

Once the governing body has established a library and a Board, members of the Board must be selected and appointed. In South Dakota, the governing body retains the power of appointment. Because of this, the governing body must be made aware of the importance of the Board and of choosing members with desirable qualifications, reducing the possibility of the selection being left to chance or political patronage. The governing body is the city or county commission that provides funds to operate the library.

SELECTION

Qualities that should be sought in prospective Board members include:

1. The capacity to envision what library service should mean to the community.
2. Readiness to devote time and effort to carrying out the duties.
3. Knowledge of the community and an active involvement in its services, its interests, and its resources.
4. Ability to work cooperatively as a member of a dedicated team.
5. Initiative and ability to establish policies for successful operation of the library and for impartial service to all its patrons.
6. Courage to plan creatively, to carry out plans effectively, and to withstand pressures and prejudices.
7. Enthusiasm of the contagious variety.

The board should be considered as a whole, too. Today the library has a new and increasing importance as a resource center for the total community and Board members should represent a cross section of the community.

1. A diversity of interests.
2. A balance of age and socioeconomic levels.
3. Experience or knowledge in a variety of fields.

APPOINTMENT

The appointing body should be notified immediately of any vacancy and should make appointments regularly. In the notification the Board might wish to reemphasize the Board's importance, list some of the qualifications they would like to see in a new member, and suggest names of people willing to serve.

REAPPOINTMENT

Truly outstanding members can be reappointed, but no one should serve indefinitely. It should be remembered that when a valuable Board member's services is terminated, the library still has a staunch friend. South Dakota state law requires that trustees serve staggered three year terms; this provides continuity. The Board will never be left without experienced members and yet will still benefit from the fresh ideas and energies of new members. Conscientious Board members will continually assess their potential contributions and refuse reappointment when it appears to be appropriate.

The chairmanship should be rotated among Board members.

BOARD/LIBRARY DIRECTOR RELATIONSHIP

The librarian or library director is employed to handle the day-to-day administration of the library. Both the Board and the governing body should support the director in performing these administrative responsibilities, including the acceptance of recommendations on employment of the rest of the staff. The Board should ensure the director's continued development by encouraging participation in professional associations and attendance at workshops and conferences. The following table contrasts the responsibilities of the library director and the Board.

by a fr library loan...
is it in R&E
No request (copy & send L.L.) SD 4-17

DOCUMENT TIME DATA

IR 007505

Activity	Initials/Date	Time	Comments (Optional)
Thank You Notice Sent	S 4-17 by 4-16	3	L.L.
Duplicate Checking			
Faculty Evaluation			
Document Preparation			
ADR			
Cataloging			
Control Card			
Reading/Scan			
Indexing			
Abstracting			
Informative [ ]			
Indicative [ ]			
Mixed [ ]			
Typing			
Indexing Check			
Editing 1			
2			
OCR Keying			
OCR Proofing			

RESPONSIBILITIES OF TRUSTEES AND LIBRARIANS

PERSONNEL

TRUSTEES

Hire a qualified, competent Librarian

This is the most important duty of the board of trustees. When hiring a new librarian, the board should:

1. Decide on the salary range based on the budget and the qualifications of the position. Where possible the librarian should be a graduate of a library school accredited by the American Library Association.
2. Obtain assistance in seeking qualified applicants from the state library, accredited library schools, and professional organizations through advertising in their publications.
3. Evaluate the applications and letters of reference.
4. Arrange for personal interviews.
5. Select the most satisfactory applicant and immediately notify that person of her or his selection.
6. Immediately after acceptance of the position by a candidate, all other applicants should be courteously notified of their rejection.
7. Having hired a librarian, let her or him manage the library. It is prudent to hire a librarian for a probationary period of six months or a year, with a performance review at the midpart and end of that time. However, the board should not interfere in the everyday management of the library.
8. Require the librarian to become certified by the South Dakota Library Association and to maintain a current certification.

LIBRARIAN

Administer the Personnel Policies of the Library Board.

The librarian should:

1. Select and supervise all other library personnel.
2. Administer all aspects of the library's personnel policy.
3. Serve as the channel of communications between the staff and the Board of Trustees.
4. Urge staff members to apply for, maintain, and, where possible, to upgrade their librarian certification from the South Dakota Library Association.

PERSONNEL

TRUSTEE	LIBRARIAN
9. Provide funds and professional leave for the librarian and staff to attend State Library sponsored workshops and whatever other continuing education opportunities that may be necessary for the staff to keep abreast of current trends in librarianship and to maintain their certification.	

POLICY MAKING

TRUSTEES

Establish the goals and objectives of the library in the form of a written long-range plan, revised annually.

Determine and adopt written policies to govern the programs, operation and use of the library.

Consider any citizen or staff complaints or suggestions in regard to adopted policies.

LIBRARIAN

Participates in the composition of the long-range plan.

Recommends needed policies to the Board of Trustees.

Administers the library in accordance with adopted policies.

Interprets policies to staff and public.

POLICY MANUAL

The minimum contents of the written policy manual are:

1. A statement of the goals and objectives of the library.

2. A detailed library materials selection policy*, including selection priorities, the Library Bill of Rights, Freedom to Read statement and a procedure for handling citizen complaints. Sample book selection policies adopted by South Dakota public libraries are available upon request from the South Dakota State Library.

3. Regulations for library use, including:
   (a) hours of service.
   (b) loan periods and fines (if any).
   (c) replacement of library materials.
   (d) policy in regard to abuse of library privileges.
   (e) acceptance or rejection of gifts.
   (f) use of library meeting rooms.
   (g) exhibits by individuals or organizations.

4. Staff regulations:
   (a) leave: vacation, sick-leave, holidays.
   (b) travel time and expenses to library meetings, conferences, etc.
   (c) other fringe benefits.
   (d) staff responsibilities, job descriptions and salary schedules.

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* See Appendix D

POLICY MANUAL

When possible employee benefits, salaries and job descriptions should be an integral part of, or at least compatible with the benefits, salaries and job descriptions of other employees of the local governmental unit.

The policy manual should be revised in entirety at least once every five years.

BUDGETING*

TRUSTEES	LIBRARIAN
Study, amend if necessary, and approve the annual budget.	Prepares annual budget which clearly states the amount of money needed, the services and material which will be provided with the money, and the priorities among the various library services.
Present, along with the librarian, the budget to the appropriate governing body.	Presents the budget to the appropriate governing body along with members of the Library Board.
Approve acceptance of gifts and government or private grants.	Reports regularly to the Library Board concerning expenditures and budget status.

One of the most important of the obligations of the Board is to be certain that sufficient funding is available to properly operate the library. Each Board member should know the library's financial background; the governmental unit(s) allocating the local appropriation; the entire resources of local tax monies and the library's fair share; grants available from all sources (governmental and private foundations); and any other possible sources of support--a bond issue, endowments, gifts, donations, fines, and fees.

Too often the library operates on the basis of what is offered, accepting an insufficient appropriation and developing library service on that basis. A Board that plans only in terms of last year's budget will never progress.

A budget is an expression of the library's plan and objectives in financial terms. Therefore, before a budget can be formulated, the plan for library services must be developed and the goals and objectives established. If the community is involved in the planning process, the library and its plan will be supported throughout the community. However, the library's budget must be realistic. The library is, after all, only one of many services provided by the governmental unit. If the budget necessary to follow the plan requires a substantial increase in funding, the Board should investigate other possible funding sources. Funding from such other sources as federal monies should be considered supplemental and never as a means of lowering local appropriations. The local appropriation must be at least large enough to provide the minimum level of public library service acceptable to the community. Other funds should be used to supply services and materials over and above this level.

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* An example of a budget form and the budgeting process can be found in Appendix E.

PUBLIC RELATIONS

The Trustee must serve not only as the public's representatives to the library but also as the library's representative to the public it serves.

TRUSTEE

Be, or become, a personal user of the library.

Promote library services and needs, on a personal level, to the trustees' business associates and social acquaintances.

Participate, when asked in formal public relations activities.

Support the efforts of the librarian to maintain an effective public relations program.

Establish a good working relationship with the city or county commissioners and other community leaders. No library board can claim good public relations unless they are able to sit down (never in a defensive mood) with the city or county commissioners and talk amicably about library expenses and programs.

Study and actively support legislation to improve library services on local, state and national levels.

Maintain year-round cordial contacts with all members of the power structure at all levels of government; such as city commissioners, county officials, state and national legislators, and other influential community leaders.

LIBRARIAN

Maintains a high level of library service, and a friendly, inviting atmosphere within the library.

Develops a sustained public relations campaign utilizing personal appearances; radio, television and newspaper coverage; display materials and special promotions.

Establishes a good working relationship with city or county commissioners and financial officers and other community leaders.

Studies and actively supports legislation to improve library services on local, state and national levels.

Maintains year-round cordial contacts with all members of the power structure at all levels of government; such as city commissioners, county officials, state and national legislators, and other influential community leaders.

MEETINGS

Regular meetings should be held. South Dakota state law, SDCL 14-2-40(5), requires "Each board of public library trustees shall...Meet at least once during each quarter of the year." The library director should attend each meeting and serve as secretary to the Board.

An agenda should be prepared by the chairperson and the library director and mailed to the members of the Board prior to each meeting.

These meetings are "business" meetings and, although discussions can be informal, the conduct of the meeting should conform to simple parliamentary procedure. The typical order of business follows:

1. Reading of minutes of previous meeting.
2. Correspondence and communications.
3. Report of the librarian.
4. Financial report.
5. Reports from committees.
6. Unfinished business.
7. New business.
8. Adjournment.

In order to encourage attendance, every meeting should be made meaningful. Routine business should be disposed of as quickly as possible, leaving time for consideration and open discussion of the library's next progressive step: long-range planning, standards and ways of achieving them, methods of extending service to unreached portions of the community, etc.

The chairperson should encourage discussion without letting matters get out of hand. Every Board member should have a chance to speak and to be heard.

TRUSTEE ACTIVITIES AND RESOURCES

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TRUSTEE ACTIVITIES

In meeting their responsibilities, Public Library Trustees find it necessary to perform many activities, and are able to gain assistance from a number of resources. Some of the most basic activities and resources are described below.

Meetings. It is absolutely essential that library trustees attend board meetings regularly. Meetings should be held at least quarterly, and perferably each month. The librarian should be present at all meetings except when her or his salary, employment or performance are being discussed, and should act as secretary for the board.

Board meetings should be conducted according to written bylaws (see Appendix), including a set order of business. All board meetings must be open to the public, and meeting times should be advertised. A majority of the persons appointed to the library board should represent a quorum, and no official business may be conducted if a quorum is lacking.

Board officers should be elected each year. Library boards are encouraged to limit the number of consecutive terms which trustees may serve in order to provide maximum citizen participation in the library.

Book Selection and Intellectual Freedom. Trustees must not only formulate a written selection policy but must defend that policy in the event of any citizen complaint. It is extremely important that the library board support decisions of their librarian in implementing the policy which they, the trustees, have adopted. See Library Bill of Rights and interpretations, and suggested Book Selection Policy in Appendix.

Continuing Education. The education of Board members should not cease after the orientation, but must be a continuing process. The needs of the library and the community change constantly. The Board member should also keep aware of new trends and new methods in the library field. To do so, the member should become active in the South Dakota Library Association and should read selected professional publications such as SOUTH DAKOTA STATE LIBRARY NEWSLETTER, BOOKMARKS, and AMERICAN LIBRARIES. Another way to keep current is by meeting Board members from other communities through participation in statewide and regional workshops and conferences. Visiting other libraries is yet another way to keep current, especially if the library to be visited has a successful project which can be examined. In addition to their own continuing education, the Board is responsible for the continuing education of the library's staff. The Board should provide adequate money in the budget for the staff to travel to workshops sponsored by the State Library and to other training programs.

Legislation. Every trustee should be familiar with current and pending legislation relating to libraries at local, state and national levels. Trustees should vigorously express their opinions, both as individuals and as a Library Board, to their elected representatives in regard to any such pending legislation.

TRUSTEE ACTIVITIES

Library Organizations:

1. *American Library Association.* The ALA represents librarians, trustees and interested citizens in the United States and Canada. Members receive *American Libraries*, the association's news bulletin, the *Public Library Trustee* newsletter, and may attend the annual conference held in a different city each year. The American Library Trustee Association is a division of ALA specifically concerned with the problems and concerns of library trustees.

2. *Mountain-Plains Library Association.* MPLA is concerned with the particular needs of librarians and trustees in the member states: South Dakota, North Dakota, Nebraska, Wyoming, Kansas, Colorado, Utah and Nevada. Its most important activities are the sharing of ideas and expertise throughout the area, and the provision of opportunities for continuing education. The association sponsors an annual conference, publishes the *MPLA Newsletter* and includes a Trustee Division.

3. *South Dakota Library Association.* SDLA is an at home opportunity for the trustee to share ideas and knowledge with other South Dakota trustees and librarians. The association sponsors an annual conference publishes a newsletter (*Bookmarks*) and includes a Library Trustee Division.

4. *Friends of the Library.* Unlike the above organizations, the Friends of the Library is a strictly local association of citizens interested in the improvement of your library. Friends participate in public relation programs and raise funds for extra services and equipment that can not be provided through the regular library budget. In addition, they may provide volunteer help for special library projects. In the process they gain a personal participation in their library.

   If there is no friends organization in your city or county, you as a trustee are the person who may be able to begin one. "Friends of the Library can make the difference between a mediocre and an outstanding library."

Participation in the above organizations offers an excellent source of education and training for good library trusteeship. In addition these organizations provide a valuable tool for the promotion of legislation beneficial to libraries, and the establishment of library standards. If at all possible, the library budget should include the dues and expenses for membership and participation by librarians and trustees in these organizations.

TRUSTEE ACTIVITIES

Interlibrary Cooperation. Library trustees should actively seek cooperation with other libraries in the provision of library service. The duty of the trustee is not to build up his own library in isolation from the efforts of other libraries, but rather to work toward whatever combination or cooperation of library agencies will provide the best library service to the people of their community.

South Dakota State Library. The State Library is in existence to provide library service to all South Dakotans, largely through assistance to local public libraries. Through the State Library, your library is supplemented by;

125,000 books

1,100 periodical subscriptions

Federal and South Dakota government publications.

Specialized materials for blind and physically handicapped persons.

16mm films and other audio-visual materials.

Reference service by professionally trained librarians.

Access to computer research services.

Rapid access to major library collections in South Dakota and the Nation through interlibrary loan.

Advice, training and assistance to you and your librarian concerning any aspect of library service including:

Evaluations of proposed plans (building plans, five-year plans, etc.).

Advice on new furniture and equipment.

Assistance in dealing with local problems.

Assistance in hiring a new librarian, etc.

TOOLS FOR TRUSTEES
(Appendix)

OUR LIBRARY

What is it Doing? Where is it Going?

A "Do-It-Yourself" Survey for the Small Library

From time to time a librarian and a library board must together look at their library objectively. This is necessary to determine the quality of services and facilities presently available and to determine the direction for improved and added services. This "survey" is kept brief and simple; it is aimed at providing a focus for librarian-board discussion of their operations. Whether one answers "yes or no" to a particular question becomes significant when the answer is supported by written library policies.

SMALL LIBRARIES PROJECT, AMERICAN LIBRARY ASSOCIATION
Supplement A to Small Libraries Project Pamphlet #14

OUR BOARD

		YES	NO
1.	Does our Board meet regularly each month?	____	____
2.	Does each trustee attend board meetings regularly?	____	____
3.	Is there active participation by each member?	____	____
4.	Does the Board provide planned orientation for new members and know the length of term of each individual member?	____	____
5.	Have by-laws been adopted?	____	____
6.	Has our Board a written statement of the objectives of the library?	____	____
7.	Are the members informed on provisions in charter, ordinances, and/or State laws applicable to the library?	____	____
8.	Does our Board function as a policy-making body, delegating administration to the Librarian and staff?	____	____
9.	Are there written policies on personnel, book selection, gifts, hours open, and extension of library services?	____	____
10.	Is our librarian included in Board meetings, his or her report received at each meeting, and his or her recommendations considered in making decisions.	____	____
11.	Does our Board report regularly to the appropriating body and to the community, with statistical, financial, and human interest facts?	____	____
12.	Has our Board prepared a long-range plan for library development?	____	____
13.	Does the Board have a relaxed, cooperative relationship with the city or county commission?	____	____
14.	Does the Board limit the maximum number of consecutive terms that a trustee may serve in order to provide maximum citizen participation in the library?	____	____

OUR BUDGET

	YES	NO
1. Is our budget prepared annually in time to submit it to the appropriating body when it begins budget consideration?	___	___
2. Is our budget estimate based on current year's expenditures, plus cost changes, expanded service, standards of good service, and our library's objectives?	___	___
3. Does our Board take advantage of economies possible through cooperation with other libraries?	___	___
4. Do the Board members go before the appropriating body with the Librarian and present the budget estimate, with a carefully prepared "justification" and graphic aids?	___	___
5. Is the support of individuals and groups enlisted in securing approval of the budget request?	___	___
6. Are other possible sources of income explored and utilized fully, e.g., gifts, endowments, grants?	___	___
7. Is a systematic accounting of funds maintained by the Librarian?	___	___

OUR BUILDING

		YES	NO
1.	Is our building at street level on a site convenient for the public?	____	____
2.	Is its outside appearance inviting and in good repair?	____	____
3.	Do we have a book slot or box for return of books when the library is closed?	____	____
4.	Does the library have an attractive sign giving name and hours open?	____	____
5.	Is its interior appearance inviting, functional and in good repair?	____	____
6.	Is reading room space provided for adults, young people, children?	____	____
7.	Is suitable and adequate work space for staff provided?	____	____
8.	Is our furniture functional, pleasing in appearance, and in good condition?	____	____
9.	Does our shelving conform to standard library specifications, including adjustable shelves?	____	____
10.	Is our building comfortable as to lighting, heating, and air-conditioning as required by the climate?	____	____
11.	Is there an attractive, well-placed, public bulletin board?	____	____
12.	Does the building conform to all building and safety codes?	____	____
13.	Is the building accessible to the handicapped?	____	____

OUR STAFF

	YES	NO
1. Is our Librarian enthusiastic, efficient, and friendly, and does he or she know the community?	____	____
2. Does the staff know that public relations is the job of each member through helpful, friendly, and competent service to every patron?	____	____
3. Does staff have the requisite training and experience?	____	____
4. Is it unnecessary for staff to use their own time to carry the work load?	____	____
5. Is sufficient help provided to carry on the work of the library?	____	____
6. Are our salaries comparable to those paid in our community for comparable work, and also to the scale in other libraries of comparable size?	____	____
7. Does our staff have vacation and sick leave with pay, and an opportunity to participate in social security, retirement, and a hospitalization plan?	____	____
8. Does our staff have comfortable working conditions as to light, heat, ventilation, work, and rest rooms?	____	____
9. Is our staff encouraged and helped to get in-service training through paid time and travel expenses to attend professional meetings and workshops and take extension courses in library science?	____	____
10. Does our library subscribe to professional magazines and provide staff members time to read and discuss them?	____	____
11. Does our Librarian actively relate the library to community activities by taking part on programs, working with club program planners, etc.	____	____

OUR BOOKS AND MATERIALS

		YES	NO
1.	Is there a written book selection policy as to the types of books and materials which our library procures by purchase and accepts as gifts?	____	____
2.	Is our book collection classified, labeled, and shelved according to an organized plan?	____	____
3.	Does our book collection provide for the needs and interests of all ages: adults, young people, and children?	____	____
4.	Does our book collection for adults and young people include both fiction and non-fiction, with emphasis on informational materials?	____	____
5.	Are our book selections made from reliable book selection aids for each age group, e.g., Booklist, Library Journal, Public Library Catalog, and Children's Catalog?	____	____
6.	Is our acceptance of gift books on the same selection basis as for purchased books?	____	____
7.	Does the Librarian purchase books each month to maintain a regular flow of material?	____	____
8.	Is our book collection kept clean and in good repair?	____	____
9.	Is the quality of our book collection maintained by regular "weeding" of worn-out, unused, and out-of-date books?	____	____
10.	Has our collection been "weeded" within the past two years?	____	____
11.	Are books selected by our Librarian and staff, and consideration given to requests of patrons?	____	____
12.	Is there an accurate shelf-list of the book collection maintained for use in selection and inventory?	____	____
13.	Is an accurate record kept of the number of books, additions, and withdrawals?	____	____

OUR LIBRARY'S SERVICES

	YES	NO
1. Have the services offered changed significantly in the past five years?	___	___
2. Does our library serve all parts of the community--geographic, economic, educational, occupational, social, religious, etc.?	___	___
3. Does our library serve as the community information center as well as a source of recreational materials?	___	___
4. Does our Librarian give individual readers assistance in finding what they need and in motivating reading of all age groups?	___	___
5. Is help given to clubs in program planning?	___	___
6. Is assistance given to organizations in obtaining films for program use?	___	___
7. Do we help patrons by keeping borrowing routines simple, maintaining telephone reference service, and having the library open when it is needed; including night hours if needed?	___	___
8. Are there children's story hours and reading programs?	___	___
9. Are there timely exhibits and displays in the library?	___	___
10. Does our Librarian borrow through interlibrary loans to supply informational needs not covered by our book stock?	___	___
11. Is service extended outside the library through deposit stations, service to hospitals, shut-ins, jails, and home-delivery services?	___	___
12. Do we let our community know of our services through regular and frequent use of newspapers, radio, TV, direct telephone contact, exhibits outside the library, and other publicity?	___	___
13. Are the library's hours in the newspaper every week?	___	___
14. Is there a community-wide observance of National Library Week and Children's Book Week?	___	___
15. Are the monthly and annual reports made the subjects of news stories in local papers?	___	___
16. Do we maintain close relations with other libraries of the community, e.g., school libraries, church libraries, etc.?	___	___

OUR LIBRARY'S SERVICES

	YES	NO
17. Do we report our statistics regularly and accurately to the state library as required by law?	____	____
18. Do we make use of the consultant and advisory service of our state library extension agency?	____	____
19. Is our library accredited by the South Dakota Library Association?	____	____

--Adapted with permission from a publication of the Texas State Library.

THE GOOD TRUSTEE

Events often remind us how much the ideas and skills of individual public library trustees can influence the welfare of the library they serve. Knowledge and experience are indispensable also. It pays to review occasionally the basic legal and traditional duties and responsibilities of public library trustees, using them as measures of effectiveness. Here are some for thought, restated from Wyoming State Library's OUTSIDER, Fall, 1974:

A. Attend Board meetings and affiliate with professional organizations.

B. Employ a competent and qualified librarian, at an adequate salary, and provide an adequate and qualified staff to work with the librarian.

C. Establish conditions of employment and provide for welfare of the staff.

D. Provide for building and space needs and maintain library property.

E. Determine the purposes and objectives of the library, re-examining them periodically, and studying library programs and needs in relation to community changes, needs, interests, and trends.

F. Determine and adopt written policies to govern operation of the library, assigning their execution to the librarian and the staff, including a clear-cut policy and procedure in book selection.

G. Establish rules and regulations governing use of the library, upon recommendation of the librarian.

H. See that accurate records are kept on file at the library; assist in preparation of an annual budget.

I. Secure adequate funds from the appropriating agency, and from new sources if necessary, to carry out library programs and improve service.

J. Establish, support and participate in a vital public relations program for the library.

K. Build good rapport with governing officials and general public by regular reporting, coordination of activities, positive relationships.

L. Be aware of state, local, and federal library laws and actively support library legislation which improves and extends library service.

M. Know and understand resources available through statewide library development programs; study advantages of participation in them.

N. Know national public library standards; actively use them as goals.

O. Attend and support state, regional, and national trustees meetings and workshops; they are designed for fuller development of trustee talent and understanding.

ORGANIZATION OF THE LIBRARY BOARD

ORIENTATION FOR THE BOARD MEMBER

Once appointed, the new member should be given an introduction to the role of a Board member before the next Board meeting, if possible, or at the beginning of the next Board meeting. The chairperson of the Board and the librarian are jointly responsible for this orientation. Some of the information the new member needs to know includes:

1. All of the Board's duties.
2. The difference between the concerns of the library director and the Board members.
3. The library, both past and present--legal basis, finances, physical facilities, policies, collection, staff, services, plans.
4. The community--historically, demographically, economically, educationally, socially, politically.
5. State and national library information--state library laws, federal library legislation, services of the South Dakota State Library, statewide plans for library development, state and national standards.

This is not all that a Board member needs to know, but it will give the new member the background on which to base early decisions. The local library should provide the new member with a copy of the SOUTH DAKOTA PUBLIC LIBRARY TRUSTEES MANUAL, the bylaws of the Board, local ordinances that pertain to the library, the last annual budget and monthly updates, the rules and regulations for the library, a policy statement for the library, a personnel chart, minutes of previous Board meetings, the last annual report, a map showing branches, stations and bookmobile stops, names, addresses, and telephone numbers of members of the Board and staff, etc.

BYLAWS

The Board should be organized with effective routines for the conduct of its own affairs. Every Board should have a set of bylaws* outlining these routines including:

1. Place and time of regular meetings.
2. Order of business.
3. Officers, committees, and their duties.
4. Date of annual meeting to consider the budget (if one is held).
5. Procedures for calling special meetings.
6. Definition of a quorum.
7. Parliamentary rules to be followed.
8. The role of the library director.
9. Procedures for amending the bylaws.
10. Limitations on Board members.

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* SDCL 14-2-40(2) Each board of public library trustees shall... Adopt bylaws for the conduct of their business...

MODEL BYLAWS OF A PUBLIC LIBRARY

BOARD OF TRUSTEES

Article I - Name and Authorization

This organization shall be called "The Board of Trustees of the _____ Library," existing by virtue of the provision of Chapter 14-2 of the South Dakota Codified Laws, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II - Meetings

The Library Board Shall meet on the _____ (day) of month or months at _____ (time) at the library.

An annual meeting shall be held at the time of the regular monthly meeting for the month of _____.

Special meetings may be called by the President or upon the written request of three members for the transaction of business stated in the call for the meeting.

Article III - Officers

Board officers shall be as follows: President, vice president and secretary. The librarian shall serve as secretary of the board. All other officers shall be elected from among the trustees by ballot at the annual meeting of the board. Each officer shall serve a term of one year in such office, and may be re-elected in subsequent years.

The president of the board shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the president, the vice-president shall perform all duties authorized for the president.

The board secretary shall keep a true and accurate account of all preceedings of the board meetings; issue notices of all preceedings of the board meetings; issue notices of all regular meetings and, on the authorization of the president, of all special meetings; and have custody of the minutes and the other records of the board.

If the library board shall have direct charge of any funds, a treasurer shall be elected in the same manner as the president or vice-president. The treasurer shall have charge of such library funds, shall sign checks on the accounts on the board's authorization and report at each meeting on the state of the funds.

Article IV - Committees

Special committees for the study and investigation of special problems may be appointed by the president to serve until they have completed the work for which they were appointed.

Article V - Quorum

A quorum for the transaction of business shall be a simple majority of the board members.

Article VI - Librarian

The librarian is the board's executive officer and shall have sole charge of administering the library under the board's direction and review. The librarian shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget. The librarian shall keep exact accounts of all moneys received or expended, and shall report on such receipts and expenditures at each regular meeting of the board. The librarian shall perform the duties of secretary of the library board, and shall attend all board meetings except when her or his employment or salary is to be discussed.

Article VII - Order of Business

The order of business at the regular meetings shall be as follows:
Roll Call
Approval of previous meeting's minutes
Correspondence and communications
Report of Librarian

Financial report and approval of expenditures.
Reports of committees.
Unfinished business.
New business.
Adjournment.

Article VIII - Amendments

These bylaws may be amended by a simple majority of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting which was mailed to the members at least one week before the meeting.

MODEL BOOK SELECTION POLICY

_____ LIBRARY

POLICIES AND OBJECTIVES

The purpose of this policy on book selection is to guide in the selection of materials and to inform the public about the principles upon which selections are made. This statement was approved and adopted on _____ 19__ by the _____ Library Board, which assumes full responsibility for all legal actions which may result from the implementation of any policies stated herein.

LIBRARY AIMS

The aim of the _____ Library is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of these people is the _____ Library's broad purpose. More specifically, it helps people to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. All printed and nonprinted materials are selected by this library in accordance with these basic objectives.

RESPONSIBILITY FOR MATERIALS SELECTION

This library board adopts as part of its policy the following paragraphs from the Library Bill of Rights:

1. As a responsibility of library service, books and other library materials should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

Final responsibility for selection of books and library materials is and shall be vested in the librarian. However, the librarian may delegate, to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems will be referred to the librarian for resolution. Any books and library materials so selected shall be held to be selected by the board.

CRITERIA FOR SELECTION

Certain factors influence the selection of library materials. Among these are:

1. The author's reputation and significance as a writer;
2. The importance of subject matter to the collection;
3. Availability of material in the system, in other libraries or in print;
4. Timeliness or permanence of the book;
5. Authoritativeness;
6. Inclusion in standard bibliographies or indexes;
7. Price;
8. Format, including possibility of rebinding, as well as type and legibility.

SCOPE OF THE COLLECTION

The library recognizes its obligations to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate functions and materials.

The library acquires textbooks and other curriculum-related materials only when such materials serve the general public.

The library acknowledges a particular interest in local and state history; therefore, it will seek to acquire state and municipal public documents, and it will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South Dakota, whether or not such materials meet the standards of selection in other respects. However, the library is not under any obligation to add to its collections everything about South Dakota or produced by authors, printers, or publishers with South Dakota connections if it does not seem to be in the public interest to do so.

GIFTS

Unconditional gifts, donations, and contributions to the library may be accepted by the librarian on behalf of the Library Board. No gifts or donations conditionally made shall be accepted without the approval of the Library Board.

Generally, collections of books will not be accepted with restrictions which necessitate special housing, or which prevent integration of the gift into the general library collection.

The same standards of selection will govern the acceptance of gifts as govern purchase by the library. If material is useful but not needed, it may be disposed of at the discretion of the librarian.

MAINTAINING THE COLLECTION

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library material shall be based on the physical condition, use of the material as determined by last date of loan or by number of loans in the last five years, and age of the material as a misinformation factor, especially in the area of the sciences. Library staff members are to be thoroughly instructed with regard to the necessity for discarding books and library materials.

CENSORSHIP

The selection of library books and materials is predicated on the library patron's right to read and, similarly, his freedom from censorship by others. Many books are controversial and any given item may offend some persons. Selections for this library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. This Library holds censorship to be a purely individual matter and declares that--while anyone is free to reject for himself books and other materials of which he does not approve--he cannot exercise the right of censorship to restrict the freedom of others.

With respect to the use of library materials by children, the decision as to what a minor may read is the responsibility of his parent or guardian. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.[2]

It is the right of any citizen of _____ to recommend library materials for selection consideration by the _____ Library and it is the obligation of the Librarian and his/her staff to consider such recommendations with the same evaluative criteria established above. Such recommendations shall be made in writing on forms developed by the Librarian.

It is also the right of any citizen of _____ to question any library material selected by the _____ Library since opinions may differ in our democracy. Such questions shall be presented in writing on forms developed and made available by the Librarian and shall be specific as to title and nature of the material being questioned.

REFERENCES

1 American Library Association. Library Bill of Rights (adopted June 18, 1948; amended February 2, 1961, and June 27, 1967, by the ALA Council).

2 Policy includes American Library Association Resolution on Challenged Materials (adopted July 22, 1974 by the ALA Council).

Citizen's Request Form for Purchase of Materials

AUTHOR

TITLE

EDITION or SERIES VOLUMES

PLACE or PUBLISHER YEAR LIST PRICE

RECOMMENDED BY

REVIEWED IN

Signature

Date

_____ LIBRARY

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Address: _____

City: _____ State_____ Zip_____ Tel.:_____

Complaint represents:

_____ Himself

_____ (Name of Organization) _____

_____ (Identity other group) _____

1. To what in the material do you object? (Please be specific; cite pages.)

   _____

2. For what age group would you recommend this material?_____

3. Is there anything good about the material?_____

4. Did you read the entire material? _____ What parts?_____

   _____

5. Are you aware of the judgment of this material by literary critics?_____

6. What do you believe is the theme of this material?_____

   _____

7. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

   _____

Signature of Complaintant:

_____

Library Bill of Rights

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Adopted June 18, 1948.
Amended February 2, 1961, and June 27, 1967, by the ALA Council.

RESTRICTED ACCESS TO LIBRARY MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

Restricting access of certain titles and certain classes of library materials is a practice common to many libraries in the United States. Collections of these materials are referred to by a variety of names such as "closed shelf", "locked case," "adults only," or "restricted shelf" collections.

Three reasons generally advanced to justify restricted access are:

(1) It provides a refuge for materials that belong in the collection but which may be considered "objectionable" by some library patrons;

(2) It provides a means for controlling distribution of materials which alledgedly should not be read by those who are not "prepared" for such materials by experience, education or age;

(3) It provides a means to protect certain materials from theft and mutilation.

Though widely used - and often practical - restricted access to library materials is frequently in opposition to the principles of intellectual freedom. While the limitation differs from direct censorship activities, such as removal of library materials or refusal to purchase certain publications, it nonetheless constitutes censorship, albeit a subtle form. As a form of censorship, restricted access violates the spirit of the LIBRARY BILL OF RIGHTS in the following ways:

(1) It violates that portion of Article II which states that "...no library materials should be proscribed... because of partisan or doctrinal disapproval."

The word "proscribed" as used in Article II, means "suppressed." Restricted access achieves <u>de facto</u> suppression of certain materials.

Even when a title is listed in the card catalog with a reference to its restricted shelf status, a barrier is placed between the patron and the publication. Because a majority of materials placed in restricted collections deal with controversial, unusual, or "sensitive" subjects, asking a librarian or circulation clerk for them is an embarrassment for patrons desiring the materials. Because

restricted collections are often composed of materials which some library patrons consider "objectionable," the potential user is predisposed to thinking of the materials as "objectionable," and is accordingly inhibited from asking for them. Although the barrier between the materials and the patron is psychological, it is nonetheless a tangible limitation on his access to information.

(2) It violates Article V which states that, "The rights of an individual to the use of a library should not be denied or abridged because of his age... ."

Limiting access of certain materials to adults only abridges the use of the library for minors. "Use of the library," includes use of, and access to, library materials. Such restrictions are generally instituted under the assumption that certain materials are "harmful" to minors, or in an effort to avoid controversy with parents who might think so.

The librarian who would restrict the availability of materials to minors because of actual or suspected parental objection should bear in mind that he is not in loco parentis in his position as librarian. The American Library Association holds that it is the parent - and only the parent - who may restrict his children - and only his children - in reading matter. The parent who would rather his child did not read certain materials or certain kinds of materials should so advise the child.*

When restricted access is implemented to protect materials from theft or mutilation, the use of the practice may be legimate. However, segregation of materials to protect them must be administered with extreme attention to the rationale for restricting access. Too often only "controversial" materials are the subject of such segregation, leading to the conclusion that factors other than theft and mutilation were the true considerations. The distinction is extremely difficult to make, both for the librarian and the patron.

Selection policies, carefully developed on the basis of principles of intellectual freedom and the LIBRARY BILL OF RIGHTS, should not be vitiated by administrative practices such as restricted access.

*See also FREE ACCESS TO LIBRARIES FOR MINORS, adopted by the ALA Council, June 30, 1972.

Adopted February 2, 1973 by the ALA Council

(ISBN 8389-6081-2)

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

The Council of the American Library Association strongly recommends that the responsible officers of each library in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature.

2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.*

*Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971; revised July 4, 1975, by the ALA Council

(ISBN 8389-6082-0)

RESOLUTION ON CHALLENGED MATERIALS
An Interpretation of the LIBRARY BILL OF RIGHTS

WHEREAS, The LIBRARY BILL OF RIGHTS states that no library materials should be proscribed or removed because of partisan or doctrinal disapproval, and

WHEREAS, Constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line, and

WHEREAS, Any attempt, be it legal or extra-legal, to regulate or suppress material must be closely scrutinized to the end that protected expression is not abridged in the process, and

WHEREAS, The Constitution requires a procedure designed to focus searchingly on the question before speech can be suppressed, and

WHEREAS, The dissemination of a particular work which is alledged to be unprotected should be completely undisturbed until an independent determination has been made by a judicial officer, including an adversary hearing.

THEREFORE, THE PREMISES CONSIDERED, BE IT RESOLVED, That the American Library Association declares as a matter of firm principle that no challenged library material should be removed from any library under any legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.

Adopted by the ALA Council, June 25, 1971.

THE BUDGETING PROCESS

The following is a brief outline of the steps involved in preparing a budget:

1. The first step in preparing the budget is its formulation. This step is done primarily by the library director and staff. The library's plan should include approaches to the various goals and objectives that are feasible in terms of anticipated resources. The steps involved in these approaches should be ranked according to their priority and available funds should be allocated in terms of the rankings. Basically, budget formulation involves translating the steps into the staff and resources necessary to implement them and determining the costs.

2. The budget, once formulated, should be presented to the Board. It should be explained in depth and discussed so that all the questions that may arise in the community are anticipated and necessary changes made.

3. If the community has been involved from the very beginning, public support should be generally favorable, but no one likes to pay taxes and continuous effort should be made to counteract anti-tax sentiment. All the news media should be used. Budget discussions should be open and the press, Friends, general public, and governmental officials not only welcome, but especially invited. Every Board member should be informed and be prepared to answer any question about the budget that may arise in daily contact.

4. When the proper time comes, the Board should accompany the library director to present the budget to the proper allocating authorities. These governmental officials must see that the Board, as representative taxpayers, support the budget.

No specific budgeting system can be recommended, since the library's accounting system should be compatible with that used by the governing body. The budget should be detailed enough to assure the authorities that the money will be spent in the manner agreed upon, but not so detailed that all the money is tied up in accounts from which it cannot be transferred without first requesting the transfer from the funding authority.

LIBRARY BUDGETING FORM

Name of Municipality or County _____
Name of Library _____
Fiscal Year 19___ Accounting Form

	Actual Expenditures Prior FY 19__	Budget for Current FY 19___	Current Yr. Budget Expended	Budget for Next FY 19__
410 Personal Services				
411 Salaries and Wages	$	$	$	$
412 OASI				
413 Retirement				
414 Workmen's Compensation				
415 Group Insurance				
Total Personal Services				
420 Other Current Expense				
421 Insurance				
422 Professional Services & Fees				
423 Publishing				
424 Rentals				
425 Repairs & Maintenance				
426 Supplies & Materials				
427 Travel & Conference				
428 Utilities				
429 Other				
Total Other Current Expenses				
430 Capitol Outlay				
431 Land				
432 Building & Structures				
434 Books				
434A Books				
434B A-V				
434C Magazines				
Total 434				
435 Furniture & Minor Equipment				
436 Machinery & Automotive Equipment				
437 Street Improvements				
439 Other Capital Expenditures				
Total Capital Outlay				
Totals				

The accounting form above should be used for each program in your budget, and one total form should be made to summarize all the programs.

STATE LIBRARY DEFINITION OF ADEQUATE LIBRARY SERVICE

Rules of the South Dakota Department of Education and Cultural Affairs, Cultural Affairs Division, Office of the State Library Commission:

Section 24:30:01:02. ...a public library is considered inadequate if it is not open to the public at least forty hours a week including at least two nights and a period of time on Saturday; if it has no telephone; if it is not staffed with at least one person holding a bachelor's degree from an accredited institution of higher education, or having two years of college and six hours of college credit in librarianship or twelve library continuing education units, or having two years of college and two years of library experience, or having a high school diploma and twelve hours of college credit in librarianship or twenty-four library continuing education units or an equivalent combination of college credits in librarianship and library continuing education units; if it is more than ten miles distant from a citizen's place of residence or business; if it purchases less than five hundred books per annum; and if it does not purchase the minimum quantity of book and periodical indexes recommended by the state library.

(The above definition is utilized by the state library to determine direct access to state library services by persons not receiving adequate service. It should not be considered mandatory or complete in any other application.)

GLOSSARY
LEARNING THE LIBRARY LANGUAGE

The profession of librarianship has a language all its own. Understanding these common terms will help trustee and librarian to communicate!

ACCESS - availability of the library and its services to residents of an area served. In a larger sense, the ability to reach sources of information through a library and its cooperative links to other sources.

ACCREDITED LIBRARY SCHOOL - a college or university offering a library education program meeting standards of the American Library Association and oficially accredited by a committee of ALA Called "approved graduate library school" in some instances.

ACQUISITION - the process of acquiring the library materials which make up a library's collection.

ADMINISTRATION - the management of the library within established policies.

AUDIO-VISUAL - communication resources which rely on a device for transmission, reproduction, or enlargement to be effectively utilized or understood (e.g., films, tapes, records, etc.) Excluded are print and print substitutes.

BCR - Bibliographical Center for Research. A program in which academic, public, governmental, and institutional libraries in several Western states (including South Dakota) share resources and access materials.

BOARD OF LIBRARY TRUSTEES - legal term for the members of a public library governing board.

BOOK SELECTION POLICY - see MATERIALS SELECTION POLICY.

BOOKS - see LIBRARY MATERIALS.

CALL NUMBERS - the notation used to identify and locate a particular book on the shelves; it consists of the classification number and author number, and it may also include a work number.

CARD CATALOG - a list of books, maps, etc., arranged according to a definite plan (such as alphabetically by author/title, or subject). Entries are made on cards of uniform size and quality, and stored in the desired order on their edges in drawers.

CATALOGING - the process of describing an item in the collection and assigning a classification (call) number.

CIRCULATION - the activity of a library in lending materials to borrowers and the recording of these loans. Statistics showing use of the library by a count of materials checked out. Also department or area of the library which receives returned materials and checks out materials to the user.

CLERK - library employee assigned to duties of a clerical and routine nature.

COLLECTION - the total accumulation of all library materials provided by a library for its clientele.

COMMUNITY - area to be legally served by the library, such as a city, county, or multi-county area.

DEPOSIT STATION - a public library service point in a community location such as a school, factory or store where a small collection of materials is established and rotated.

DEWEY DECIMAL SYSTEM - a method of classifying library materials based on the use of decimals and developed by Melvil Dewey.

FILMS - see LIBRARY MATERIALS.

GOVERNING BODY - the commission, council or other elected body which governs a local governmental unit.

INTERLIBRARY LOAN - originally, one library borrowing from another in order to serve the user. Now, a system of interlibrary cooperation which allows libraries to put their users in touch with material they need no matter where it is in the many kinds of libraries in a state or nation.

LSCA - Library Services and Construction Act. Enacted to assist the states in the extension and improvement of public library services, to provide funds for library construction, to strengthen state library administrative agencies, and to promote interlibrary cooperation among all types of libraries.

LIBRARIAN - an employee assigned to professional library responsibilities and duties. The chief administrative officer of a public library.

LIBRARY BOARD - see BOARD OF LIBRARY TRUSTEES

LIBRARY MATERIALS - the variety of resources which a library might have: books; periodicals; pamphlets; local, state, and federal government publications; newspapers; pictures; films; slides; filmstrips; art reproductions; music scores; maps; recordings and tapes; various forms of microreproductions; television; tape recorders; record players; video tape; etc.

LIBRARY OF CONGRESS - the library in Washington, D.C. which services the U.S. Congress, and other libraries in increasing forms of service. LC does cataloging while books are in the publication process so tha catalog cards can be available as soon as the book is purchased by libraries. Many libraries are using the LC catalog system in place of the Dewey Decimal system.

LOCAL GOVERNMENTAL UNIT - any chartered governmental unit, county, or municipality, or two or more of them, if applicable, of the state of South Dakota.

MINITEX - Minnesota Interlibrary Telecommunication Exchange. A program in which academic, public, governmental, and institutional libraries in Minnesota and neighboring states (including South Dakota) share resources, cooperatively catalog materials and access materials.

MLS - The Master of Library Science degree, taken as a fifth year of study beyond the bachelor level. Usually regarded as a minimum requirement for a professional librarian.

MULS - Minnesota Union List of Serials. A machine readable listing of the periodical holdings of the libraries participating in MINITEX-available on microfiche, hard copy or computer printout. South Dakota is included in this listing.

MATERIALS SELECTION POLICY - the board-adopted statement governing the acquisition of library materials.

MEDIA - printed and audio-visual forms of communication and any necessary equipment required to render them usable.

MICROFORMS - any arrangement of images reduced in size, as in microfilm or microfiche. Included under LIBRARY MATERIALS.

MILL LEVY - the number of mills (one mill equals one-tenth of a cent) which is multiplied by the valuation (accessed or adjusted) of property to determine the amount of tax to be paid by the property owner.

NON-RESIDENT - a person not residing within or paying taxes to the governmental unit which provides funding for library service.

OCLC - formerly the Ohio College Library Center, now OCLC, Inc. The computer network some South Dakota libraries have joined for such services as cataloging, interlibrary loan and bibliographic reference.

PAGE - a library employee assigned to shelving and routine clerical tasks.

PAMPHLET - see LIBRARY MATERIALS.

PERIODICALS - publications with a distinctive title intended to appear in successive numbers or parts at stated or regular intervals and as a rule, for an indefinite time. Included in LIBRARY MATERIALS.

PICTURES - see LIBRARY MATERIALS.

POLICY - established rules, regulations, and guidelines for the operation of the library.

PROCESSING - catch-all term for preparing books and other materials to be made available to the library's users. Some materials are ordered pre-processed or ready for the shelf. Processing may include cataloging, preparation of cards, putting in book pockets and making protective covers.

PUBLIC LIBRARY - any library that serves free of charge all residents of a local governmental unit and receives its financial support in whole or in part from public funds made available by the governing body of that unit.

SELECTION - the process of choosing the books and other materials to be bought by a library.

SERIALS - publications that are issued regularly in sequence, such as magazines, journals, and newsletters. So-called because these publications carry serial numbers indicating volume and issue. Includes PERIODICALS.

SHELFLIST - the inventory of items as they will be found on the shelf in the library.

TRUSTEE - designates a board member of a public library.

UNION CATALOG - a listing of items, usually periodicals, but often films and books, of a number of libraries which combine their lists in order to locate materials quickly.

VERTICAL FILE - Items such as pamphlets, clippings, pictures, etc., which because of their shape and often their ephemeral nature are filed vertically in drawers for ready reference. Literally the upright office files used to hold the pamphlets, etc.

WEEDING - the selection of library materials from the collection to be discarded or sold. Throwing out, or otherwise disposing of books and other library materials no longer up-to-date or useful to the patrons of the library. Weeding keeps a collection current, makes way for new material and provides ongoing evaluation of the library's materials and its use.

BASIC RESOURCES FOR TRUSTEES

ESSENTIAL

South Dakota Library Association. Bookmarks. Monthly, free to members of SDLA.

South Dakota State Library. Library laws, rules, and policies of the state of South Dakota. South Dakota State Library, State Library Building, Pierre, SD 57501. 1978.

South Dakota State Library. Planning for the future, 1979-1983. South Dakota State Library, State Library Building, Pierre, SD 57501.

South Dakota State Library. South Dakota Public Library Trustees Manual. South Dakota State Library, State Library Building, Pierre, SD 57501

South Dakota State Library. State Library Newsletter. Bimonthly, free to South Dakota libraries and public library trustees. South Dakota State Library, State Library Building, Pierre, SD 57501.

Young, Virginia G. The library trustee: a practical guidebook, 3rd edition. R. R. Bowker, 1978. $14.95.

Young, Virginia G. The trustee of the small public library, revised edition. American Library Association (50 East Huron Street, Chicago, Illinois 60611), 1978. Small libraries publications - number 1.

HELPFUL

American Libraries. (Included in membership in American Library Association.)

American Library Association. Ad Hoc Committee to Revise the ALA Personnel Organization and Procedure Manuals. The personnel manual. Chicago, ALA, 1977.

American Library Association. American Association of State Libraries. Standards for Library Functions at the State Level. Chicago: American Library Association, 1970.

American Library Association. Office for Intellectual Freedom. Intellectual freedom manual. ALA, 1974. $5.00.

American Library Association. Public Library Association. Minimum Standards for Public Library Systems, 1966. Chicago: American Library Association, 1967.

American Library Association, Committee on Standards. Interim Standards for small public libraries: guidelines toward achieving the goals of "public library service". ALA, 1972.

HELPFUL

Baeckler, Virginia and Linda Larson. Go, pep and pop: 250 tested ideas for lively libraries. U*N*A*B*S*H*E*D Librarian (GPO Box 2631, New York, NY 10001) 1976. $3.50 paperback.

Batchelder, Mildred, editor. Public library trustees in the 1960's. American Library Association, 1969. $2.00.

Comingore, Gloria and Pat Peterson. Book sale manual. Friends of the Torrance (California) Library, 1976. $4.50 paperback.

Eggen, J. Archer, ed. "Library Boards," Library Trends 2, No. 1 (July, 1962).

Friends of Florida's public libraries; a practical guide for establishing and maintaining an effective association. Tallahassee, State Library of Florida, 1978.

Gregory, Ruth W. Public libraries in cooperative systems. American Library Association, 1971. $9.95.

Lancaster, F. W. The measurement and evaluation of library services. Information Resources Press, 1977. $27.50.

Library Journal.

Library trustee newsletter. Bimonthly. $19.00 per year from: Library Trustee Newsletter, P. O. Box 110, Glen Ridge, New Jersey 07028.

MPLA Newsletter. (Included in membership in Mountain-Plains Library Association.)

Meyers, Gerald W. Insurance manual for libraries. American Library Association, 1977. $5.00 paperback.

Myller, Rolf. The design of the small public library. R. R. Bowker, 1966. $14.95.

Public Library Trustee. (Included in membership in American Library Trustees Association.)

The Small Public Library: A series of guides for community librarians and trustees. Chicago: American Library Association, 1962-63. Revised.

So you're wondering about incorporating your friends of the library group. Olympia, Washington State Library, n.d.

South Dakota State Library. Statistics of South Dakota Public Libraries. Pierre: South Dakota State Library, State Library Building (annual).

HELPFUL

Wallace, Sarah Leslie, ed. Friends of the Library: Organization and Activities. Chicago: American Library Association, 1962.

White, Ruth M. and Eleanor A. Ferguson, editors. Public library policies-general and specific. Public Library Reporter, Number 9. American Library Association, 1970.

Wilson Library Bulletin.

NON-BOOK MATERIALS

"Multiple choice" - film introducting trusteeship. Available through the Audio-Visual Services Department, South Dakota State Library, State Library Building, Pierre, SD 57501.